

The  
**MAINE HOME**  
 **SHOW** 

March 19th & 20th, 2022  
Norway Savings Bank Arena, Auburn, ME

**Please Read the Attached Rules & Regulations**

# EXHIBITOR MANUAL

Dear Exhibitor:

Welcome to the The Maine Home Show! This exhibitor information manual has been provided to help you prepare for a successful show. Enclosed you will find Show regulations and information. We look forward to welcoming you personally to the 2022 Maine Home Show.

Best regards,

Travis Dow- Show Organizer

## **Show Location**

Norway Savings Bank Arena  
985 Turner St  
Auburn, Maine 04210

## **Show Dates & Times**

**Move In Date/Time:** Friday March 18th 10am-5pm

## **Show Dates/Times**

Saturday March 19<sup>th</sup> 9am-4pm

Sunday March 20<sup>th</sup> 9am -4pm

## **Move Out**

Sunday March 20<sup>th</sup> 4pm-8pm

**Parking:** There is Free Parking for Exhibitors & Employees along the left side of the building as your facing the main building entrances.

**Sign Regulations:** All signs must be professional. No handwritten signs will be permitted. Signs cannot exceed the 8' height level or width of your booth(s). Unfinished signs will not be permitted in the show.

**Exhibitor Badges:** Will be emailed to you. Please screenshot or print it if needed to access the building etc.. DO not share this with unauthorized persons.

**Complimentary Admission Passes:** Each exhibiting company will receive 4 Complimentary Admission Passes. Approximately 2-3 weeks before the event a link will be sent to secure complimentary tickets

**Insurance:** Show Management is insured against Public Liability claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk. Every reasonable precaution will be taken to protect exhibitors' properties, but Show Management assumes no responsibility for any losses due to fire, theft, robbery, damage, accident or other causes.

**Refunds/Cancellations:** There are no refunds. However, if the show is cancelled/rescheduled due to government mandated rules that do not allow for the show to be held, or major natural disaster, disease, war or any other Instance beyond the control of show ownership all exhibitors will be allowed to roll over prepaid booth amounts for full credit towards future Dow Media LLC events.

**Security:** Although every reasonable precaution is taken, exhibition halls can be vulnerable places and Show Management can accept no responsibility for any loss or damage which may occur to your staff or property from any cause. Please note these security tips:

- Plan your arrival and departure from the venue during Move-in and Move-out. Ensure that there are at least two representatives setting up and removing your product, so that the booth is never left unattended during these vulnerable periods.
- Book sufficient staff for your booth during the show, this ensures that it is always staffed.
- Remain at your booth each evening until visitors are clear of the show. (Show Requirement)
- Secure and/or remove valuable items each evening before leaving the exhibition hall. Do not keep valuables out in plain sight when you are not in the booth. Report anything of a suspicious

nature to Show Management or of suspected theft.  
Be certain you and your display items are adequately insured.

**Sales Tax:** All Exhibitors may be required to have a municipal or Maine Temporary Sales Licensee if they are direct selling at the show. There will be no food or beverage sales allowed at the show

**Booth Dimensions** All booths are 7' Deep, have a 8' High Back and are 32" High on the sides. Booth widths Vary depending on booth size: Single Booth 10' Wide, Double Booth 20' Wide and Triple Booth 30' Wide etc

### **Create a Professional Image of your company**

Quick Tips:

- If you bring your own flooring...make sure it is clean and very professional.
- For a professional look...please do not use electrical tape over the carpet, use double stick tape under the carpet.
- Size the carpet accurately...not too big...not too small.

Table Skirts: all tables must be professionally skirted, the tables provided by the show include skirting. Skirting must be provided for all exposed areas of the table. Skirting must go from the edge of the table to the floor. All skirting must be pressed and neat,

Signs/Banners: all signs and banners must be professionally prepared. No handwritten signs are allowed.

- Hang banner up prior to show time – helps get the wrinkles out!

Crates/cartons: no empty crates or cartons should be stored in your exhibit area. Remove these prior to show opening.

Please do not eat in your booth. Instead, please use our exhibitor lounge area located on the second floor between both rinks

### **Exhibit Enhancing Ideas**

Highlight all new products and all “hot” products in your exhibit. Utilize Special lighting or unique signage.

Live plants, greenery, silk flowers or fresh flowers liven up displays, soften the edges and welcome consumers.

Take a good look at your staff. Do they represent your company well? Think about a unified look such as a company shirt or hat or color. Make sure your staff does not eat in the booth or read the newspaper in the booth. They represent you!

Examine everything that is part of your exhibit. If anything is tired, tattered, worn, out of date or ratty... consider replacing it!

### **Demonstrations/Distributions:**

Displays, demonstrations, soliciting with products and advertising material, samples or souvenirs are not permitted in the aisles or anywhere outside the confines of an Exhibitor's booth.

### **Show Management & Contact Information**

**The Maine Home Show is a division of Dow Media LLC, a Maine Limited Liability Company.**

Show Organizer Travis Dow Cell #(207) 577-2721

Email sales@mainehomeshow.com

Website MaineHomeShow.com

Find us, Like us on Facebook → Search: Maine Home Show

#### Mailing Address

Dow Media LLC

PO Box 201

Auburn, Maine 04212

#### **Music or Other Materials Subject to License or Restrictions:**

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted materials in exhibitors' booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to The Maine Home Show proof satisfactory that the exhibitor has or does not need a license to use such music or copyrighted material, The Maine Home Show reserves the right to remove from the exhibit hall all or any part of any booth or display which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor hold all licenses. The exhibitor shall remain liable for and shall indemnify and hold The Maine Home Show and the facility, their agents and employees harmless from all costs, claims, causes of action, suits, damages, liability, expenses, costs, including reasonable attorney's fees arising from or out of any violation or infringement (or claimed violation or infringement) by exhibitor, exhibitor's agents or employees or any patent, copyright or trade secret rights or privileges. For additional information, contact your local ASCAP, BMI or other appropriate office.

## **FIRE SAFETY REQUIREMENTS**

#### **SMOKING**

The Norway Savings Bank is a smoke/vape free facility. Pursuant to the no smoking law enacted by the State of Maine

#### **EXITS**

For your safety, exit doors may not be obstructed. Exit doors shall not be locked, blocked or held open, except by an approved smoke detection closing device. Nothing shall be placed within 15 feet of a means of egress doorway. Exit signs shall not be obstructed from view by booths, decorations or any other objects or hanging materials.

**ELECTRICAL EQUIPMENT**

Electrical equipment shall be listed equipment (U.L.,F.M., etc.). Electrical wiring shall be in accordance with the National Electrical Code. 14 gauge wire or better is required for all connections. All extension cords must be 3 wire, grounded.

**OPEN FLAME**

Open flame devices and lit candles are not permitted

**DISPLAY OF MOTORED VEHICLES**

Vehicles are allowed to be on display. Refueling or the removal of fuel from the vehicles on the premises is prohibited. Vehicles shall not be moved during show hours. Vehicles are not to be left running unnecessarily.